Preparing Campus Portal and Student Accounts

for Teacher Student Voice Survey

Configuring Campus Portal

It is not necessary to change or set a school's Portal preferences for the Student Voice Survey. Campus Portal Messenger Inbox is always available for every school.

To view and update Campus Portal Options:
PATH: *System Administration > Portal > Preferences*
(Tool Rights are required to access Portal preferences.)

Linking to Campus Portal

If you do not currently have a Campus Portal link on your district website, we recommend that you add one. The Portal web address inserts /portal/ into your district's Infinite Campus web address. For example, if your Infinite Campus web address is: *https://infinitecampus.districtname.kyschools.us/campus/districtname.jsp*, your portal address would be: *https://infinitecampus.districtname.kyschools.us/campus/portal/ districtname.jsp.*

Ad Hoc Report – student Portal Accounts

This report lists students and their Portal Account information. Discretion should be used when handing out this report as it contains student personally identifiable information.

PATH: Ad Hoc Reporting > Data Export
(Tool Rights are required to access Ad Hoc Reports)

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- The report can be run for a single school or for all schools as set in the Campus Toolbar (and as allowed by Calendar Rights)
- Under Saved Filter, expand State Published and find **student** Portal Accounts.
  - *Saved Filter > State Published > **student** Portal Accounts*
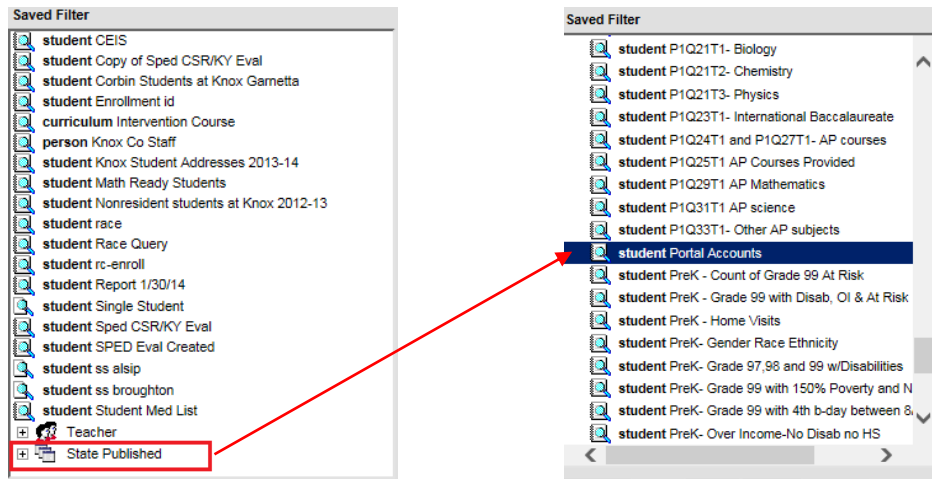
- Pick your preferred Export Format
  - If you chose the "Delmited values (CSV)" format, you can open the file in Excel to further sort and filter your data
- Click the Export button
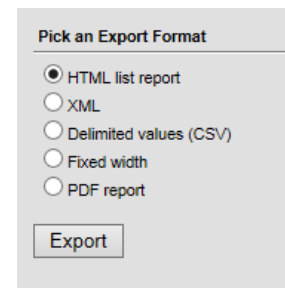
Each row contains the information for a single student and displays:
- School: the school in which they are enrolled
- Grade: the student's grade level
- First Name: the student's first name
- Last Name: the student's last name
- DOB: the student's date of birth
- Portal Username: the student's user name for logging into Campus Portal
- Last Portal Login: the date of the student's last successful login to Campus Portal
- Disabled: the status of the student's account: "NO" if the student's account is enabled and "YES" if the student's account is disabled

Ensuring Every Student Has an Infinite Campus Portal Account

Run an Ad Hoc Report to make sure every student being surveyed has an Infinite Campus Portal Account.
To view students with accounts and the last time they logged into Portal, run the Ad Hoc Report - **student** Portal Accounts as shown above.

- If the "Last Portal Login" field is blank, the student has an account but has not used it.
- If the "Disabled" field is "YES", the student has an account but it is disabled and cannot be used.

Create Accounts for Students

If students from a participating school do not have accounts, create accounts for them.

PATH: *System Administration > User Security > Student Accounts*
(Tool Rights are required to access Student Accounts.)

- Select **Add Users**.
- Click **Change Accounts** button.

This process will create an account for any student who does not have an account in the selected calendar. Repeat this process for each calendar.

Students in grades 3-12 who will participate in the Student Voice Survey must know their Portal username and password. The user accounts will have the local student number as the username and the password will follow the standard default password creation format. For more information about the standard default password format, please contact your local KSIS Point of Contact, or follow your standard process for submitting support issues to Infinite Campus. Information on additional user security options is available on Campus Community's Knowledge Base.

Enable Accounts for Students

If students from a participating school have accounts which are disabled, determine if these students are allowed to have Portal privileges. If they are, enable the accounts.

To enable all disabled student accounts in the selected calendar
If all the students with disabled accounts are allowed to have Portal privileges, you may enable all of them at the same time.

PATH: *System Administration > User Security > Student Accounts*
(Tool Rights are required to access)

- Select **Enable Accounts**.
- Click **Change Accounts** button.

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This option will enable <u>all</u> disabled student accounts for the selected school and calendar. Repeat this process for each calendar.

To enable individual accounts:
This option will enable an individual student's account and should be used if not all students should be enabled.

PATH: *System Administration > User Security > Users > (User Account)*
(Tool Rights are required to access)

When you click on *Users* you will be taken to the User search. Enter the *Username* or last name of the student for the account you wish to modify into the search box (User should be chosen in the search drop down box).
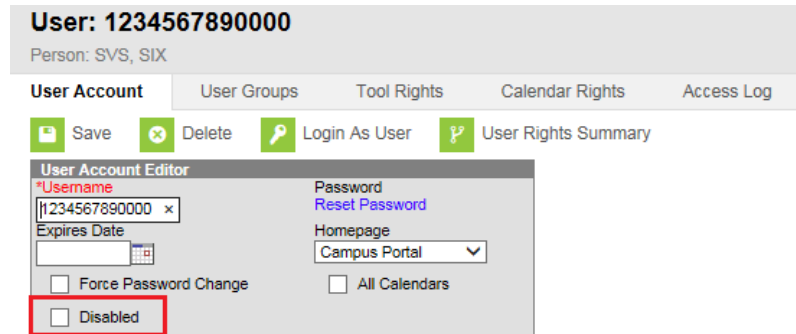

Click on the User's username to access the Account Editor screen.

Click on the User's username listed under their name and student id in the Search Results.

On the User Account Editor screen, uncheck the Disabled checkbox and click the Save button. Repeat this process for each user.

Information on additional student account options is available on Campus Community's Knowledge Base. If further direction is needed to allow student access to Student Portal, contact your local KSIS Point of Contact.

Testing Student Accounts

Before taking the survey, it is recommended that students log into their Campus Portal account to ensure their accounts are working and they have the correct password. Have participating students log in to your Campus Portal using the link on your website.

➢ **Usernames** can be obtained by a system administrator running the **student** Portal Accounts Ad Hoc report (see "Ad Hoc Report – **student** Portal Accounts" above) for all schools or a single school (as chosen in the Campus Toolbar). The report will list the school, grade, student's first and last names, date of birth and username. Please use extreme caution in distributing this report, it contains student personally identifiable information.

➢ **Passwords** are encrypted in the IC database and can not be viewed or printed. However, depending on how your district created the student accounts, you may be able to predict the passwords. If the student accounts were created from *System Administration > User Security > Student Accounts > Add Users*, the user accounts will have the local student number as the default username and the password will follow the standard default password creation format. For more information about the standard default password format, please contact your local KSIS Point of Contact or follow your standard process for submitting support issues to Infinite Campus. The Ad Hoc Report filter "**student** Portal Accounts" includes the information needed to formulate the password if the password has not been changed from the default. Additionally, teachers or guidance personnel can print class rosters (*Scheduling > Reports > Section Rosters*) and include the Birth Date (under "Add Extras") to obtain a listing of student names and the other information necessary to formulate the usernames and passwords. Please use extreme caution when distributing this report, it contains student personally identifiable information.

➢ **LDAP Authentication** is a more recent option for your Inifnite Campus accounts. If this option is being used within your school, then the students would use the same username and password on the Student Portal as they use to log on to the district network.

After testing student accounts, rerun the **student** Portal Accounts Ad Hoc filter report (see "Ad Hoc Report – student Portal Accounts" above) to identify students who were unsuccessful at logging in and may require further assistance prior to the survey administration window. Unsuccessful students can be identified by

looking at the Last Portal Login column of the report and looking for blank or older dates (which may indicate a forgotten password).

Resetting Passwords

If a student has forgotten his/her password, it will have to be reset (there is no way to retrieve a password). Your district should determine a process for how a student requests his/her password be reset. Communicate this process to everyone involved in Student Voice.

There is an option that allows districts to enable users with the ability to reset their own password. More information about password reset functionality is available in the Campus Community Knowledge Base. This option should be researched to determine if it is right for your district.

Information on user security is available on Campus Community's Knowledge Base. If you need further direction, contact your local KSIS Point of Contact.

Supported Platforms

➢ Campus Portal is not supported on mobile devices.
➢ Mobile Portal (app) does not support the survey functionality.
➢ Information on Infinite Campus supported platforms and browsers is available on Campus Community's Knowledge Base.